

27 MAR 1980

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Chief, Information Services Staff

SUBJECT: ISS Weekly Report (20-26 March 1980)

Records Management Division

RMD has scheduled a "Records Management Officers Conference" for 8-9 September 1980.

A study was conducted for the APEX Control Staff on the use of document control and courier receipts used in the compartmented information system. RMD recommended the use of Form 3227, Couriers Classified Mail Receipt, but because of the high cost of this form, APEX decided not to use it community-wide.

A new Personal History Statement form, Form 444, is being proposed by OPPPM. The new two-part form will help simplify application for Agency employment.

The Office of Communications has informed RMD that the hardware to provide a data communications link between the Records Center and Headquarters will not be delivered on schedule. This will cause the RAMS on-line computer system implementation to slip from 1 June to 1 August 1980.

Classification Review Division

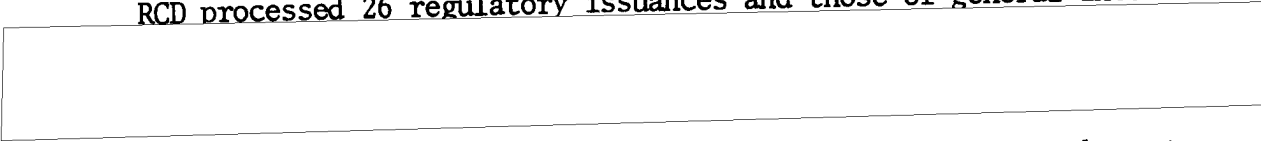
CRD processed approximately 20,000 pages of material and received six new manuscripts to review. The increase in manuscript reviews may be due to the Snapp decision.

DDS&T and the OSS review team are working together to develop guidance for the classification review of documents relating to contractual agreements between OSS and private companies for the development and manufacture of technical devices during World War II.

Regulations Control Division

RCD processed 26 regulatory issuances and those of general interest

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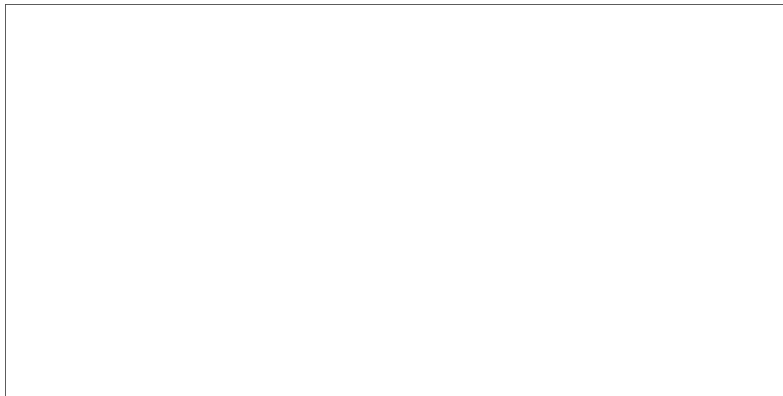


The Agency-wide vacancy notice program notice was found to be out of date. OPPPM is preparing a new notice on the subject.

Information and Privacy Division

A separate report is attached.

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Attachment

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27 March 1980

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Acting Chief, Information and Privacy Division, ISS

SUBJECT: IPD/ISS Weekly Report (20-26 March)

- | 1. <u>The Week in Review</u> | <u>20-26 March</u> | <u>1980 Weekly Average</u> |
|------------------------------|--------------------|----------------------------|
| a. New cases logged | 79 | 62.6 |
| b. Requests closed | 76 | 52.6 |
| c. New appeals logged | 4 | 1.8 |
| d. Appeals closed | 1 | 2.3 |
| e. Manpower (man-weeks) | 96.1 | 95.7 |
2. Current Backlogs
- a. Initial requests - 2773
 - b. Appeals - 412

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5. Analysis

The second showing of the FBI's 'mosaic' presentation is scheduled for 3 April, 0930-1130 hours, in Room GA13. An Agency-wide notice will be circulated to ensure that it is brought to the attention of all interested parties. The presentation illustrates how FOIA requesters can utilize the Act--even when no records are released--to determine the identities of FBI informants. The problem of protecting CIA's sources is sufficiently similar to that facing the FBI to make it well worth the time. Approximately 450 persons attended the earlier presentation.

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